

HRG Memorandum 13-15


To: KEHP Human Resource Generalists

From: Department of Employee Insurance

Re: Work email address in KHRIS

Date: August 22, 2013

KHRIS has a new tool for KHRIS ESS users, the Forgot KHRIS User ID tool. During Open Enrollment, we will communicate with KEHP members on various topics via email. In addition, we believe this tool will save phone calls to you and to our OE hotline; however, it is only as good as the data entered. This option only works if a valid work email address is in IT0105 sub0010 in KHRIS ESS and matches the email address they enter. If the same email address is on file for multiple members, the tool will give the user an error. If an HRG has entered his/her work email address for all their members, this tool will not work.



We strongly encourage you to reach out to your employees to update their work email address in **KHRIS ESS**. Please express to them the importance of keeping their home address, phone numbers and email address up to date.

They may do so by following the steps outlined below:

- Go to khris.ky.gov
- Enter the User ID and PW
- Click on Addresses (under Personal Information)
- Click Edit
- Make the Changes
- Click Review
- Click Save
- Log Off (top right hand corner of the screen)

In addition, please remember if you change demographics in MUNIS, or another system, that information does not automatically update KHRIS. You must enter the employee's demographic information in both KHRIS and your system, MUNIS or otherwise.

